



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	OFFSET PRESS OPERATOR
3	<i>Posting Number</i>	PN #106864
4	<i>Department</i>	HOUSTON POLICE
5	<i>Division</i>	PROPERTY AND SUPPLY/PRINT SHOP
6	<i>Section</i>	N/A
7	<i>Reporting Location</i>	1200 TRAVIS, B-1 PRINT SHOP *
8	<i>Workdays & Hours</i>	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.* *Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Operates press with minimal waste and very knowledge of printing operation. Prepares press and jobs in a timely manner. Maintains press as manufacturer recommends. Completes jobs in a timely manner and notify requesting divisions of job completion. Knowledgeable in DocuTech copier operation. Must be certifiable in operation of forklift and be handy with two wheel dollies, etc. Must be able to operate numerous print shop bindery equipment in order to complete jobs that require bindery work after printing completion.

10 **WORKING CONDITIONS**
There are occasional exposures to significant levels of heat, cold, moisture and air pollution. The position may involve infrequent exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Specialized training in principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to 18 months of education or training beyond the high school level.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Six months of experience in the operation of printing equipment or a certificate in Graphic Arts from an accredited college or trade school are required.

13 **MINIMUM LICENSE REQUIREMENTS**
Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).

14 **PREFERENCES** None.

15 **SELECTION/SKILLS TESTS REQUIRED** None.

16 **SAFETY IMPACT POSITION** ☒ Yes No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 10
\$723.00 - \$962.00 Biweekly \$18,798.00 - \$25,012.00 Annually

18 **OPENING DATE** September 21, 2005

19 **CLOSING DATE** September 27, 2005

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.**
An equal opportunity employer